Applying for a job or to be a volunteer - our privacy policy

When you apply, we collect your personal information through your application form, interview or references so we can process your application.

If you're offered a role, where applicable, we may ask you to fill out a Disclosure and Barring Service (DBS) form as part of mandatory background checks. A DBS form does ask for some personal information as part of the background check process. These forms are stored and processed securely and confidentially by Citizens Advice and DBS. You can [read more about DBS checks and processes](https://www.gov.uk/government/collections/dbs-checking-service-guidance--2) on the GOV.UK website.

Other than the DBS, we don't share your information with external organisations - it's only shared internally so that we can review your application.

**What information we ask for**

We only ask for information which is relevant to the role you're applying for.

We'll collect personal details such as name, address, telephone number and email address, previous job history and experience, qualifications, and any support needs you may have.

We'll also ask for diversity information like your gender, ethnicity and sexual orientation. You don't have to tell us this - if you do, it's always anonymised.

We might collect other information depending on whether you've applied for a staff or volunteer role.

**You've applied for a staff role**

If we offer you a position, we'll ask for:

· references for your previous and current work

· proof of your right to work in the UK, like a valid UK passport or visa

· your national insurance number and P45

· your bank details, so we can pay you

On rare occasions, where it's needed for the role, we might contact the DBS for a criminal record check. Once the DBS check is completed and you've received your certificate, we'd expect you to share this information with us as part of the background check process.

This information would include your name, date of birth, place of birth, gender, position applied for and anything else disclosed on your DBS check.

**You've applied for a volunteer role**

If we offer you a volunteering position, we'll ask your referees about your previous and current work and experience.

We might contact the DBS for a criminal record check, if relevant. Once the DBS check is completed and you've received your certificate, we'd expect you to share this information with us as part of the background check process.

This information would include name, date of birth, place of birth, gender, position applied for and anything else disclosed on your DBS check.

**How we use your information**

We'll use the information you give us to decide whether or not you've got the right skills for the role.

We'll use the demographic information to make sure we're employing a diverse workforce and volunteer community.

Staff who access your information have had information protection training to make sure your information is handled sensitively and securely.

**Storing your information**

We keep your information securely on an external database held by Salesforce within the EU or held in compliance with EU regulations.

Information provided by unsuccessful applicants will be kept for 9 months and then securely destroyed.

**Contact us about your data**

You can contact us at any time and ask us:

· what information we've stored about you

· to change or update your details

· to delete your details from our records

You should contact us via our feedback link [here](https://waverleycab.org.uk/feedback/)

**If you want to make a complaint**

If you're not happy with how we've handled your data, you can make a complaint through our website [here](https://waverleycab.org.uk/feedback/) or by writing us at 36 Bridge St Godalming GU7 1HP